



**Toshakhana (Maintenance and Administration)
Rules, 1974**

(Revised up to June, 2012)

CABINET DIVISION

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

TOSHAKHANA (MAINTENANCE AND ADMINISTRATION) RULES, 1974.

1. **Short title and commencement.**—(1) These rules shall be called the Toshakhana (Maintenance and Administration) Rules, 1974.

(2) They shall come into force immediately.

2. **Extent of application.**—These rules shall apply to the President, the Prime Minister, Speaker, Ministers, Deputy Speaker, Ministers of State, Deputy Ministers, Member of Parliament, all Government Servants and also applicable to the employees of the Autonomous and Semi-Autonomous Bodies whether on duty or on leave, within or outside Bangladesh serving in any capacity in the connection with the affairs of the Government of the People's Republic of Bangladesh or while on deputation with any other bodies, agencies, institutions or authorities.

Provided that the Government by a notification in the official gazette include or exclude any other categories or persons or operation of all or any of these rules.

3. **Definition.**—In these rules unless there is anything repugnant in the subject or context :

- (a) 'President' means the person who is holding the office of the President of Bangladesh for the time being.
- (b) 'Prime Minister' means a person who is holding the office of the Prime Minister for the time being.
- (c) 'Speaker' means a person who is holding the office of the Speaker for the time being.
- (d) 'Minister' means a person who is holding the office of a Minister for the time being and include Ministers of State, Deputy Ministers, etc.
- (e) 'Deputy Speaker' means a person who is holding the office of the Deputy Speaker for the time being.
- (f) 'Government Servant' means a person who hold office in any capacity in connection with the affairs of the Government of the People's Republic of Bangladesh and also while he is on deputation with any other bodies, agencies, institutions or authorities.
- (g) 'Committee' means the Toshakhana Evaluation Committee.
- (h) Other words and expressions used in the rules and not defined, shall have the meanings assigned to them in the Fundamental and Supplementary Rules, and the Government Servants (conduct) Rules, 1979.

4. Gifts, Presents, etc., to be deposited in the Toshakhana.—(1) A State Toshakhana shall be established in a suitable place preferably in the Prime Minister's Secretariat where gifts will be properly displayed so that public can have an opportunity to see them. Till such time, proper arrangement for accommodating the Toshakhana in a suitable place can be made, gift received by the President, may be kept in Bangabhaban. But accounts of the same will be maintained in the form as shown in Annexure 'A' and in each case a copy of the same will be sent to the Cabinet Division for maintenance of a centralised account.

- (2) Gifts presents and other such material received by the persons to whom these rules apply, shall be reported to the Cabinet Division indicating the nature and estimated value of such gifts. There should not be any undue delay in reporting the receipt of such gifts.
- (3) Persons receiving such gifts shall deposit them in the Government Toshakhana.
- (4) Gifts of the value, according to the estimation of the Toshakhana Evaluation Committee, up to the limit mentioned below may be retained by persons receiving them from foreign dignitary/dignitaries without payment of price :
 - (a) up to the value of Tk. 50,000 (Taka Fifty thousand) only by the President and Prime Minister;
 - (b) up to the value of Tk. 30,000 (Taka Thirty thousand) only by the Speaker, Ministers, Ministers of State, Deputy Speaker and Deputy Ministers; and
 - (c) up to the value of Tk. 5,000 (Taka five thousand) only by the Members of the Parliament and Government Servant, employees of the Autonomous and Semi-Autonomous Bodies and any other persons :

Provided that any gift of historical importance, curio or antique shall not be retained by any person and shall be deposited in the Toshakhana whatever might be its market value.

- (5) If any person receiving gifts abroad or receiving gifts from a foreign dignitary visiting this country wishes to retain some or all of the gift received exceeding the value mentioned in sub-rule 4(a), 4(b) or 4(c), as the case may be he can do so on payment of the actual price of the gift/gifts in question as determined by the Toshakhana Evaluation Committee.

5. (1) The Cabinet Division is the custodian of the Toshakhana and is responsible for collection, fixation of price and preservation of the gifts.

(2) It should be assisted by a Toshakhana Evaluation Committee which shall be constituted in the following manner :

- (i) Joint Secretary, Cabinet Division - Chairman
- (ii) Joint Secretary, Finance Division - Member
- (iii) Joint Secretary, Ministry of Industries - Member
- (iv) Deputy Secretary (Planning and Budget)- Member
Cabinet Division
- (v) Deputy Secretary, Cabinet Division - Member-Secretary

(3) The functions of the Toshakhana Evaluation Committee shall be as under :

- (a) The Committee shall meet periodically and review the manner of collection of the gifts and their preservation.
- (b) The Committee shall determine the price of each article deposited in the Toshakhana. At the time of determination of the price the Committee may obtain the help of reputed commercial firms who deal in the gift items. A declaration regarding the price prevailing at the places where the gift is received shall be obtained from the person receiving and depositing the gift.
- (c) The Committee shall draw up recommendations regarding disposal of gifts and improvements to be brought about in the manner of preservation and custody of the gifts and maintenance of the Toshakhana.
- (d) The Committee shall recommend the manner of disposal of those articles which are likely to suffer depreciation in value if kept for a longer period or kept unused. It shall determine the present value in consultation with reputed commercial firms dealing in such items. Those articles shall be disposed by public auctions and the sale-proceeds deposited in the Government account.
- (e) The Committee may, for special reason to be recorded in writing, with the approval of the Cabinet Secretary, transfer such (gifts) goods/utencils/equipments/commodities which are likely to suffer depreciation or which could be otherwise utilised for official purposes, to any appropriate government offices for official use.

Provided that gifts of historical value, antiques, precious arts and gifts shall not be transferred to any government office for official use.

6. **Storage and disposal of gifts.**—(1) Efforts shall be made to preserve all gifts deposited in the Toshakhana. Special attention shall be given to those gifts which have historical importance and have less chance of their being deteriorated in value if kept for a long period and if necessary expert help may be sought for their proper maintenance.

(2) Very costly items shall be kept in an annex of the National Museum when constructed and till such arrangements are made shall be kept in iron-vaults and other items may be displayed in adequately guarded show cases. However, if it is considered that existing facilities for storage and preservation of very costly items in the Toshakhana are not suitable from the security point of view, the Toshakhana Evaluation Committee may recommend to deposit such items in lockers of some reputed bank or to have them insured against pilferage at Government expense.

7. **Maintenance of Account.**—(1) There shall be two registers namely, Deposit Register and Disposal Register as shown in Annexure 'A' and 'B'. The Deposit Register shall be comprehensive one. Entries of all gifts with their prices and brief description shall be made in this register. Against each entry in this register there shall be the signature of the Secretary countersigned by the Chairman of the Committee.

(2) Accounts of articles disposed of shall be noted in the 'Disposal Register' with cross entries in both the Registers. The Secretary shall assign the duty of normal supervision and management of the Toshakhana to Confidential Officer of Cabinet Division. He shall maintain the accounts and keep the registers under his custody.

(3) Gifts which are highly valuable or which have great historical importance like rare curio or antiques, should be photographed and a copy of the same shall be posted in the register.

8. All gifts received in the Toshakhana shall be acknowledged by the Secretary of the Evaluation Committee.

9. Price of the gifts as referred to in rule 4(5) shall be deposited in the Government account under the head, 'Stock and Share sale 1/0901/0001/3641', and a copy of the Chalan sent to the Cabinet Division for information and record.

GOVERNMENT TOSHAKHANA-DEPOSIT REGISTER

SI. No.	Date	Name, designation and address of the depositor	Name, designation and address of the person from whom the present received and also the occasion	Brief description of the gift/ present and quantity	Estimated value	Signature of the Confidential Officer-in-Charge	Signature of the Secretary and Chairman	Location	Remarks
1	2	3	4	5	6	7	8	9	10

Note-In the remarks column movement of the items with reference No. etc. should be noted. Any other necessary points may be noted here. At the end of notes signature of the Secretary should also be given.

GOVERNMENT TOSHA KHANA-DISPOSAL REGISTER

Sl. No.	Date	Serial No. as in Deposit Register.	Reference of the order for disposal	Description of the gift/present.	Estimated value	Price received	Chalan No. and date of the sale proceeds	Signature of the Secretary and the Chairman.	Remarks
1	2	3	4	5	6	7	8	9	10

